

TO SUGGEST AN ITEM

If you can't find an item, you may suggest that KPL purchase it. Click **Contact** on KPL's website, then click **Suggest an Item**. You may also recommend an item by phone, 553-7801, or when you visit the library. Selection librarians will consider your suggestion. You will be notified when items become available.

KPL NOTICES

Get notices about your reserved or overdue items by email or texting. Just give your email address or phone number to a staff member the next time you visit the library. You may also email this message to circ@kpl.gov: **I give KPL permission to send me notices and news by email or texting.** Please include your card ID number and phone number. Questions? Call 553-7806.

RECIPROCAL LIBRARIES

You may also borrow items from many area libraries by applying for a reciprocal card at a participating library with your KPL card. See the list of libraries on the Resident or Reciprocal bookmark.

Nonresidents who have a valid card from a participating library may get a reciprocal KPL card at no cost. Some services are not available to reciprocal borrowers (see the list at right). Nonresidents may choose to pay an annual fee for a KPL card with full resident privileges. www.kpl.gov/reciprocal

MEL LOANS*

If KPL doesn't own an item that you want, you may be able to borrow it from one of almost 400 libraries across the state through MeL, the Michigan Electronic Library. Click **MeLCat** on KPL's website to search MeL's catalog. Learn more at www.kpl.gov/melcat.

BOOK MY FAVORITES*

Choose up to 20 of your favorite authors from a list of 200+ compiled by the library. Whenever one of your favorite authors releases a new fiction title, we'll reserve it for you and let you know when it's your turn to check it out.

HOTPICKS*

Can't wait to read that new book or watch that new DVD? Browse the Hot Picks shelves for the hottest books and movies on a first-come, first-served basis. It may be your lucky day!

BOOK CLUB IN A BAG*

One stop shopping for book discussion groups. A Book Club in a Bag features ten copies of a single title, plus a printer-ready Reading Group Guide. Learn more at www.kpl.gov/book-club-in-a-bag.

* Services for KPL district residents only!

www.kpl.gov

LOAN GUIDE

how to borrow

book my favorites

renewals

catalog

my account

finding materials

reserves

library card



Kalamazoo
Public Library

loan guide

YOUR LIBRARY CARD

Your new Kalamazoo Public Library card may be used to borrow KPL books, movies, music, and other materials; to use library computers and printers; to access KPL research databases; and to download digital media at your personal computer.

Eligible residents, college students, businesses, and property owners within KPL’s district may apply for a free KPL card. You must show photo ID and proof of current address when you apply. Your KPL card must be renewed every year.

You are the only one who may use your KPL card—don’t loan it. You are responsible for all library items borrowed with your card. Report a lost, stolen, or damaged card at a checkout desk or call 553-7806. You may be charged \$1 to replace your card.

LOAN PERIODS AND FINES

Loan periods and fines vary by item type. You may return most items up to three days after the due date without a late fee. After that, a late fee will be charged for **each day** after the due date. No grace period applies for DVDs/videos, video games, or Hot Picks.

When you borrow KPL materials, you will receive a list of checkouts with their due dates. At a checkout kiosk, you may choose to print or email your checkout list.

KPL charges replacement costs for damaged or lost items. If you have \$10 or more in fees or fines you may not borrow materials or use a KPL computer. Unpaid fines or charges to replace damaged or lost items may be referred to a collection agency.

MY ACCOUNT

Your online account shows your current checkouts, holds, overdues or fines, lets you renew items you’ve borrowed, and review your account information.

To see your account, click **Log In** at the top of any KPL website page. Enter your library card number without any spaces then enter your **PIN** (usually the last four digits of your phone number when you got your card). Click **Log In**. If you have trouble, ask a staff member for help or call 553-7806.

TO RENEW ITEMS

You can renew most materials if they have not been reserved by another library user. Hot Picks may not be reserved or renewed; video games maybe not be renewed. After logging in, click the **Checkouts** tab to see your current checkouts. Check those you wish to renew then click **Renew**. Not online? Call 553-7806 or ask a staff member for help.

Material	Loan Period	Late Fee	Max Fee	Limit
Kids’ Books	21 days	None	None	None
Teen Books	21 days	None	None	None
Adult Books	21 days	10¢ per day	\$5	None
Youth Magazines	14 days	None	None	5
Adult Magazines	14 days	5¢ per day	\$3	10
Hot Picks Books	14 days	\$1 per day	\$10	2
Hot Picks DVDs	3 days	\$1 per day	\$20	3
Audiobooks	21 days	10¢ per day	\$5	None
Book Club Bag	8 weeks	\$5 per day	\$180	1 bag
DVDs/Videos	7 days	25¢ per day	\$15	20
CDs	14 days	10¢ per day	\$10	None
Video Games	7 days	\$1 per day	\$30	2

TO RESERVE ITEMS

After logging in, search for what you want in the catalog. When the item list appears, click **Place Hold** next to the item you want. If you want multiple items in a list, check the box next to each title, then choose **Place Hold(s)** from the **Select an Action** dropdown box. Confirm **Pickup Library** at the next screen and **Place Hold(s)**. You may have up to 25 items on hold at one time.

MY LISTS

You can easily create lists of books, movies or music that you have borrowed or wish to check out in the library catalog. **Log In** to your account at the top of KPL webpage then click **My Lists**. Click **+** to create a list, then search the catalog for items to put on your list. Use the **Select an Action** box to add items to a list.